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Index of Ontario Government Statistics for Municipalities 1977



Ministry of Treasury
Economics and
Intergovernmental
Affairs



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Index of Ontario Government Statistics for Municipalities 1977

Central Statistical Services



Ontario

Ministry of Treasury
Economics and
Intergovernmental
Affairs



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PREFACE

For many years, information officers, researchers, planners and administrators from municipal and regional governments attempting to find statistical documentation with the Ontario Government, have had a problem knowing where to search and ask for statistical information. Now the problem has been solved through the development of this statistical information index which lists all the files and publications that can be made accessible to the municipal and regional governments.

As the following pages explain in detail, statistical files from all ministries of the government are listed and cross referenced for quick and easy search. Using the index and a simple coding system, anyone embarking on research requiring statistics can quickly discover what files exist on a given subject, what those files contain and which ministry has them. Readers who wish to obtain the information listed in a specific file are urged to apply directly to the ministry or agency named at the top of the listing.

Future editions of this index will be modified and expanded according to the needs and wishes of the users in municipal and regional governments.

We are most grateful for the co-operation and help provided by the ministries, boards and commissions whose files are listed here.

September 1977
Central Statistical Services

HOW TO USE THIS BOOK

This Book contains listings (or "abstracts") of files (physically, it may be a whole body or series of files) available in some ministry or agency of the Ontario Government.

Each listing contains these points of information:

- the name of the ministry or agency;
- the branch where the file is kept;
- a summary of the file content and its objective;
- the mode of storage (such as paper, punch card, computer tape);
- the geographic coverage

To find out what files exist on a given subject, first consult the Index, which begins on page I. After each listing you will see one or more code designations consisting of two capital letters and a number. For instance, files on welfare are listed this way:

Welfare,

 child, SS2
 general, SS4

The capital letters of the code (in this case SS) indicate the agency that keeps the file (in this case, Community and Social Services). It also indicates the general section of the Book where the relevant abstracts can be found. The abstracts are grouped by ministry or agency, each of which is assigned a specific code. These code groups are arranged alphabetically in the Book. For a handy reference, the codes are listed on page IV.

In this instance, then, you would turn to section SS, entry 2 or 4 (simply headed SS2 and SS4) to see what records are kept by the Ministry of Community and Social Services on welfare and child welfare.

Cross references are also used in the Book to help you find the correct listing. For example the cross reference:

Revenue,

 municipal, TE7
 see also - Taxation

will refer you to the full indexing of the subject taxation.

TERMS USED IN THIS BOOK

A statistical file contains the records of all data collected by ad hoc surveys and continuous surveys (monthly, quarterly, annually) used to assist in research and development, policy planning, drafting legislation and other purposes. Such a file comprises the original source documents - that is, it is not in derived form. Some files listed in this Book are not statistical files in this sense but are files of statistical aggregates derived from administrative records.

Statistics, as used above, means facts or numerical data assembled, classified and tabulated to present significant information about a given subject.

Data means facts or figures from which statistics can be inferred.

File Objective is the description of the use to which the data in the file is put, in broad terms.

File Content is the general description of an organized collection of records directed toward a specific purpose and intended to help in policy planning, research and development or some other activity.

A record is a collection of related information about a specific subject. For instance, the file on greenhouse-grown cut flowers contains a record on each greenhouse. Collectively, these records form one statistical file.

Geographic Coverage describes the level at which information is available (i.e. on a municipal, county or regional basis).

KEY TO THE ALPHABETICAL CODE

AF	-	Agriculture and Food
AG	-	Attorney General
CR	-	Consumer and Commercial Relations
CU	-	Colleges and Universities
ED	-	Education
EG	-	Energy
EN	-	Environment
GS	-	Government Services
HL	-	Health
IT	-	Industry and Tourism
LB	-	Labour
MH	-	Housing
NR	-	Natural Resources
RC	-	Culture and Recreation
RE	-	Revenue
SG	-	Solicitor General
SS	-	Community and Social Services
TC	-	Transportation and Communications
TE	-	Treasury, Economics and Intergovernmental Affairs
SC	-	Statistics Canada and Federal Government Agencies

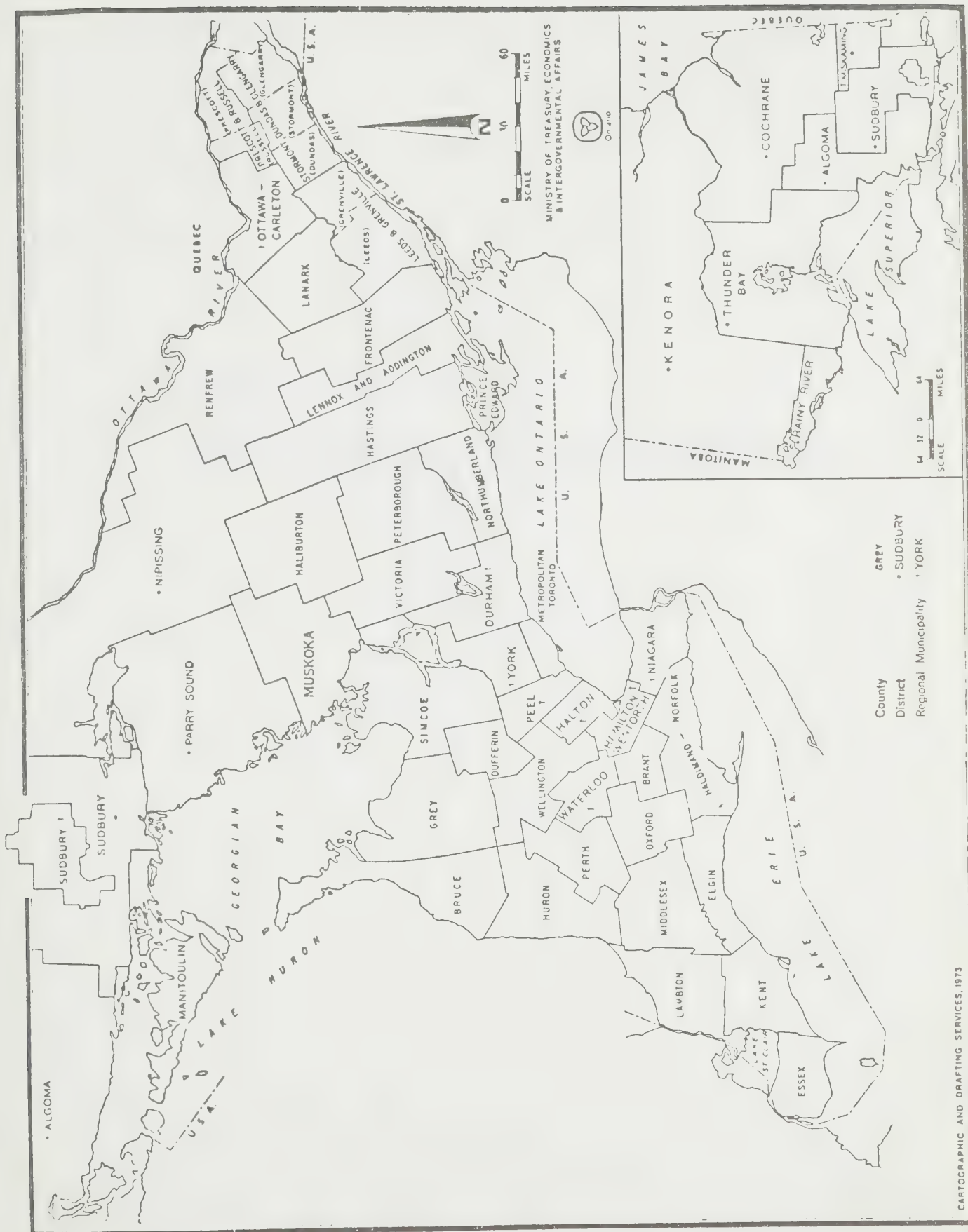
TELEPHONE DIRECTORY

All users of this Index should possess the latest edition of the Telephone Directory of Government of Ontario. This would assist not only in locating proper Divisions and Branches, but will also provide the functions of each division in the various ministries. Copies of this directory are available from:

Ministry of Government Services
Publications Services
5th Floor, 880 Bay Street
Toronto, Ontario
M7A 1N8

OR

Ontario Government Bookstore
880 Bay Street at Grosvenor Street
Toronto, Ontario



Index

Index to Listings of Statistical Files

Accident,

motor vehicle, SG4, TC7

Accounts, Public, TE26, SC20

Adoption, SS2

Agriculture,

census, SC8

crops, AF1, AF3

estimating and reporting, AF2, AF3

marketing, AF3

production, AF1, AF3

programs and activities, AF2

Airports, IT1

Animals - see Wildlife

Areas, Regions and Districts, NR1, SC6, SC8

Architecture - see Buildings and Housing

Assessment,

farm properties, IT1, TE14

land, RE1, TE6

municipal, IT1, TE4

real property, AG1

Bargaining Units,

unions, IT1, LB3

Births,

registration of, CR3

Boundaries,

municipal, SC1

Budget, Estimates, SC19

Buildings,

permits, SC3

valuation, RE1

Business,

companies, CR1, CR2

manufacturing, IT1

organization and administration, CR1, CR2

retail establishments, IT1

2.

Census of,

- agriculture, SC8
- household, families, SC8
- labour force, SC8
- manufacturers, TE9, TE10, TE13, SC8
- population and housing, TE11, SC8
- trade, SC8

Central Mortgage Housing Corporation, SC14, SC15

Children,

- welfare, SS2

Cities and Towns,

- area studies, TE19
- urban indicators, SC4, SC22

City Planning - see Urban Planning and Community Planning

Code Number Systems - see Numbering Systems

Collective Bargaining, LB1, LB5

Commodities,

- in manufacturing, TE10

Community Planning, IT1, TE19, TE20

Community Renewal, MH5

Companies,

- cancellations, CR1
- registration, CR1
- reports, CR2

Courts,

- general statistics, AG3

Crime and Criminals,

- criminal offenses, SG3
- prosecutions, SG3
- court actions, AG3

Crops, Agricultural,

- yield, AF3

Death,

- fire fatalities, SG1
- registration of, CR3

Demography, IT1, TE11, SC8

Economic,

- development, TE19, SC8
- research,
 - Ontario, IT4

Education,

- financial statements, ED2
- institutions, IT1
- report of minister, ED3
- school boards, ED5
- type of schools, description, ED1

Employee,

- benefits, LB1, LB5
- collective bargaining, LB1, LB5
- low wage, LB4

Employment,

- conditions, LB1
- general statistics, IT1, TE19, SC8
- growth patterns, SC9
- industry, TE9
- low-wage, LB4
- municipalities, LB5
- place of work, TC6

Energy,

- report of minister (Annual Report), EG1

Environment,

- water quality, EN2

Expenditures,

- family, SC8, SC13
- government, SS3, TC8
- municipal, TE7

Family, TE11

- benefits, SS4, SS5
- expenditure, SC8, SC13

Farms,

- crop acreages, AF3, SC8
- implement and equipment sales, SC5
- livestock, AF3, SC8
- management, AF3
- produce, AF3
- taxation, TE14

Finance,

- municipal, TE7

4.

Finance, (continued)

- municipal recreation, RC1
- public,
 - grants, TE25
 - mortgages, TE8
 - subsidies, TE18

Financial,

- assistance,
 - family benefits, SS5
 - general welfare, SS4
 - municipal, TE23
- statements, ED2, TE2, TE6

Fire,

- investigations, SG1
- loss, SG1
- prevention, SG1

Fish, NR1

- location of species, NR8

Forest, NR1

- properties, TE15
- tax reductions, TE16

Fruits, AF5

Geographic Townships, NR2

- land areas and densities, SC6

Government,

- expenditures, SS3, TC8
- loans and grants, TE3, SC19, SC20
- municipal, TE1
- parking facilities, GS1, GS2
- social services, SS1, SS8

Grants,

- forest, TE16
- per capita, TE25
- provincial, ED2, TE3, TE25
- register, TE3
- unconditional, TE24

Health,

- establishments, HL1, HL2, IT1
- mental, SS9
- services,
 - homes for the aged, SS6, SS7
 - hospitals, HL1, HL2
- social, SS1

Highways,

- distance table, TC2
- expenditures on, TC8
- traffic accidents, TC7
 - offences, SG4
- volumes, TC3

Homes,

- for the aged, SS6, SS7

Hospital,

- facilities, HL1, HL2
- staff, HL1, HL2
- utilization statistics, HL1, HL2

Households, TE1, TE11, TE19, SC16

Housing, IT1, MH6, TE11

- programs, MH5
- public, MH2
- starts/completions, SC2
- see also - Real Estate - establishments
- statistics, SC14
- survey, SC16

Hydro, EG2

Immigration, TE11

Income, TE11

- wage rates, IT1

Industrial,

- survey, IT1

Industry,

- bargaining settlements, LB1, LB5
- employees, HL2, IT1
- establishments, IT1
- group data, TE13
- land, IT1
- principal statistics, IT1
- studies, IT1
- unions, IT1, LB3
- wages, IT1
- work stoppages, LB2

Institutions,

- charitable, SS7
- education, IT1
- health, HL1, HL2, IT1

Intra-area Travel, TE11

6.

Labour,

- disputes, LB2
- industrial, IT1
- unions, IT1, LB3

Labour Force, TE11, SC8

Lakes and Rivers,

- water,
- quality, EN2

Land,

- administration of, TE20
- areas and densities, SC6
- area studies, TE19
- H.O.M.E. development, MH3
- industrial, IT1
- urban development, SC17
- usage, IT1, TE15, TE21
- valuation - see Assessment

Livestock,

- inventories, AF3
- pricing, AF1, AF3
- reports on, AF2
- value of, AF3

Local government,

- directory, TE1
- see also - municipalities

Management - see Business - organization and administration

Manufacturing, IT1, IT2, TE9

- commodities, TE10
- concentration of, SC18
- employment growth patterns, SC9
- establishments, IT1

Marriage,

- registration, CR3

Meat Industry, AF3

Medical - see also Health - services

- profession - see Nurses and Nursing

Mental Health,

- institutions, HL2

Migration, TE11, TE12, SC8

Milk,

- containers, AF4
- shipments, AF3

Mines and Natural Resources, NR7

Mortgage,

- registration, TE8

Municipalities, IT1

- directory, TE1
- expenditures, SS3
- financial assistance, TE23
- financial statements, TE2, TE7
- land use, IT1, TE21
- labour agreements, LB5
- population of, IT1, TE5
- provincial grants, TE3, TE25
- recreation finances, RC1
- regional, TE22
- services, IT1
- subdivision, TE20
- taxation, IT1, TE4
- water well facilities, EN3
- utilities, water and sewage, EN1

Natural Resources,

- general statistics, NR1

Northern Affairs, NR4, NR5, NR6

Northern Region,

- unincorporated communities, NR5
- unincorporated communities, North Eastern Region, NR5
- unincorporated communities, North Western Region, NR6

Number System,

- Education,
- master description of, ED1

Nurses and Nursing,

- hospital personnel, HL1, HL2

Ontario Housing Corporation, MH4

Ontario Municipal Board, AG2

Ontario Provincial Police,

- administration, SG2
- crime reporting, SG3, SG4
- detachment information, SG3
- staff, SG2

8.

Parks and Reserves, IT5, MH1, NR1

provincial, NR3

Police,

administration, SG2

see also - Ontario Provincial Police

Population,

census of, TE11, SC8

estimates, SC9

projections, TE12

specified mother tongues, SC10

studies, TE5, TE19

unincorporated settlements, SC11

Price,

crops, AF1, AF3

livestock, AF1, AF3

Production,

agricultural - see Agriculture - production

mineral, NR7

Property,

government, TE15, TE18

tax liens,

municipal, TE17

school, TE17

valuation, TE14, TE16 - see also Buildings - valuation

Provincial Parks, NR1, NR3

Public Transit, TC1

Public,

accounts, TE26, SC20

finance,

grants, TE25

mortgages, TE8

subsidies, TE18

housing, MH2

safety,

fires, SG1

Real Estate,

establishments, TE8 - see also Housing

Recreation,

accommodation, IT3, NR3

areas, IT5, NR1, NR3

in municipalities, RC2

survey, IT5, IT7, IT8

Regional Municipalities, TE22

Registration of,

- births, CR3
- deaths, CR3
- marriages, CR3
- partnerships and proprietorships, CR1

Research,

- recreation, IT4
- tourism, IT4 - IT8

Reserves and Parks, IT5

Revenue,

- municipal, TE7 - see Taxation

Rivers,

- water quality, EN2

Roads and Roadways,

- distance tables/mileage reports, TC2, TC5
- expenditures on, TC8
- studies, TC1, TC3
- system inventory, TC4

Sales,

- livestock, AF8
- farm implement and equipment, SC5

School,

- by type, ED4
- boards, ED2, ED5, ED6
- enrolment, ED4
- facilities, ED4
- identification of, ED5, ED6
- teachers, ED4

Schooling, TE11

Sewage,

- treatment, EN1

Social Services,

- caseload, SS1
- family benefits, SS5
- senior citizens, SS6, SS7
- welfare, SS2, SS4

Statements, Financial - see Financial - statements

Strikes, LB2

10.

Subsidies, TE18

Suicide,

ratios, SC4

Tax Credit Act, TE17

Taxation,

farm tax reduction, TE14

land, IT1, RE1

municipal, IT1, TE4, TE17, TE18

school, TE17

statistics, SC21

Tourism, Travel

accommodation, SC12

trade, IT4 - IT7

Townships, Geographic, NR2

Traffic,

accidents, SG4

violations, SG4

volumes, TC3

Transportation,

general information, IT1

studies, TC1, TC3, TC4, TE12

Trees, NR1

Unions, IT1, LB3

Unincorporated Communities,

northern region, NR4

north eastern region, NR5

north western Ontario, NR6

Urban Indicators, SC4, SC22

Urban Planning, TE12 - see also Community Planning

Vital Statistics, CR3

Wages,

collective bargaining, LB1, LB5

in industry, IT1

in manufacturing, IT1, TE3

low, LB4

minimum, LB4

Water,

quality, EN2

treatment, EN1

Water (continued)

wells, EN3

Welfare, SS5

child, SS2
general, SS4

Wildlife, NR1

Work Stoppages, LB2

Working Conditions, LB1, LB5

Listings

Listings of Statistical Files

MINISTRY OF AGRICULTURE AND FOOD

AF1

FILE NAME: SURVEY OF PRICE CORRESPONDENTS (MONTHLY)

Division/Branch: Economics Branch

Objective: To give information pertaining to monthly crop and livestock on a monthly basis.

Content: Data on the average farm prices of field crops and livestock at the 15th of each month.

Mode of Storage: Schedules stored, publications

Retention Period: 2 years

Geographic Coverage: Counties and districts

AF2

FILE NAME: ANNUAL REPORTS OF AGRICULTURAL OFFICES BY COUNTY

Division/Branch: Extension Branch

Objective: To prepare Annual Report of Extension Branch.

To provide a record of activities, programs, changes and progress of extension work in each county and district.

Content: Annual reports of each County or District office in the province where an Agricultural office is located; statistical reports and comments on: farm business, livestock, soil and crop management contracts; personnel; present state of and changes in, agricultural economy; new trends; activities; projects; general extension programs and activities; 4-H club statistics, analysis and activities; assistance provided to farmers in Northern Ontario; mass media releases.

Mode of Storage: Paper file

Retention Period: Permanent

Geographic Coverage: Counties and districts

MINISTRY OF AGRICULTURE AND FOOD

AF3

FILE NAME: AGRICULTURAL STATISTICS FOR ONTARIO,
1975

Division/Branch: Statistics Section
Economics Branch

Objective: A source of agricultural production statistics of those involved in various agricultural activities in the province.

Content: Includes agricultural production statistics calculated from sample surveys of farmers with additional information supplied by government field officers and agribusiness personnel. Data is derived from the Statistics Canada Census of Agriculture which is conducted every five years and from complete counts such as imports, exports and marketings of inspected or controlled commodities.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties and districts

AF4

FILE NAME: QUARTERLY RETAIL PRICE OF MILK BY
CONTAINER TYPE

Division/Branch: Economics Branch

Objective: To indicate pricing trends between jug stores, chain stores, home delivery, etc., in major market areas.

Content: Data on the retail price of milk in various types of outlet by container type, in 34 Ontario markets.

Mode of Storage: Paper file and publications

Retention Period: 3 years

Geographic Coverage: Counties and districts

MINISTRY OF THE ATTORNEY GENERAL

AG1

FILE NAME: REAL PROPERTY ASSESSMENT - APPEAL
WORKLOAD STATISTICS

Division/Branch: Assessment Review Court

Objective: To assist management by providing information for planning and resource allocation in the appeal process for the review and determination of equitable real property assessment in Ontario.

Content: Information on:

1. Number of appeals heard by the Court;
2. Number of sittings of the Court

Mode of Storage: Publication, selectively in the Annual Report of the Attorney General

Retention Period: Permanent

Geographic Coverage: Counties and districts

AG2

FILE NAME: ONTARIO MUNICIPAL BOARD - WORKLOAD
STATISTICS

Division/Branch: Ontario Municipal Board

Objective: To assist management by providing information for planning, administration and resource allocation in ensuring the sound growth and development of Ontario's municipalities.

Content: Information on the number and type of matters brought before the Board;
Publication: Annual Report of the Ontario Municipal Board

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Municipalities

MINISTRY OF THE ATTORNEY GENERAL

AG3

FILE NAME: COURT STATISTICS ANNUAL REPORT
(FISCAL YEAR 1974-1975)

Division/Branch: Management Information System

Objective: To assist management by providing information for resource allocation purposes.

Content: Includes summary trend charts for appeals courts, both criminal and civil in the county or district courts, surrogate courts; also includes tables showing criminal and civil statistics from the Supreme Court and county or district court such as appeals, judgments and orders issued, dispositions; family division statistics such as judgments and dispositions made under the Training Schools Act, Schools Administration Act, Child Welfare Act, Deserted Wives' and Children's Maintenance Act and Juvenile Delinquents Act.

Mode of Storage: Paper file, publication; summaries of basic files may be available through published annual reports

Retention Period: Permanent

Geographic Coverage: Counties and districts

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

CR1

FILE NAME: PARTNERSHIPS/PROPRIETORSHIPS REGISTRATIONS
AND DISSOLUTIONS

Division/Branch: Companies Division

Objective: To provide data on businesses for public information.

Content: Registrations and dissolutions of partnerships and proprietorships.

Mode of Storage: Paper file and microfilm

Retention Period: 5 years from the date of registration

Geographic Coverage: Municipalities

CR2

FILE NAME: STATISTICAL REPORT (COMPANIES)

Division/Branch: Companies Division

Objective: To provide data for administration and planning.

Content: Data on the number and type of corporation, place of incorporation, number of active companies and number of defaults.

Mode of Storage: Paper file, computer tape and microfiche

Retention Period: Not decided

Geographic Coverage: Municipalities

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

CR3

FILE NAME: VITAL STATISTICS

Division/Branch: Registrar General

Objective: To indicate the trend of vital statistics in Ontario over the past several years as well as summarizing vital statistical data for the year of publication.

Content: Data on births, deaths and marriages on various levels of aggregation.

Mode of Storage: Paper

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF COLLEGES AND UNIVERSITIES

CU1

FILE NAME: PUBLIC LIBRARY STATISTICS 1975

Division/Branch: Provincial Library Service

Objective: To summarize and compare public library systems in the different regions.

Content: Contains five sections namely:

- 1) Ontario comparison and summary;
- 2) Statistical analysis of the regional library systems;
- 3) Salaries of full-time professional librarians;
- 4) Services and resources;
- 5) Income and expenditures

Statistics for libraries serving over 10,000 population are given with totals for libraries serving under 10,000 population. Statistics for boards serving a population under 10,000 are available on request.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF EDUCATION

ED1

<u>FILE NAME:</u>	<u>MASTER IDENTIFICATION FILE MIDENT</u>
Division/Branch:	Education Data Processing Branch Systems Development
Objective:	<p>Designed for control of and access to major fields of education data in Ontario by co-ordinating all computer reference to schools and boards. (Some of the major users are Regional Offices, School Business and Finance, Planning and Research and the Education Data Processing Branches. The latter uses it for its data processing services to boards).</p> <p>Provides address file and circulation list for Ministries, under the responsibility of Management Services Branch.</p> <p>To provide a means of identification which is an inter-related numbering system for units of public and private elementary and secondary education in Ontario.</p> <p>Provides the means by which data from major forms can be systematically aggregated and disaggregated.</p>
Content:	<p>Descriptive information such as type of school, type of board and type of municipality.</p> <p>The educational levels in a hierarchy include Region, County, Municipality, Board, School and Unit of School.</p>
Mode of Storage:	Computer disk
Retention Period:	Retained from 1966
Geographic Coverage:	Counties, districts and municipalities

MINISTRY OF EDUCATION

ED2

FILE NAME: ANNUAL FINANCIAL STATEMENTS AND SCHEDULES

Division/Branch: School Business and Finance Branch
Grants Services Section

Objective: To provide data -
a) for estimating and verifying board expenditures and calculating provincial grants to school boards.
b) for reports to Treasury and Economics.
c) for estimates of capital needs.
d) for planning and forecasting, in part, by computer simulation.

Content: School board annual Financial Statements, Schedules and other related data.

Mode of Storage: Paper file, computer tape.
Aggregate data are published annually.

Retention Period: To be decided

Geographic Coverage: Counties and districts

ED3

FILE NAME: REPORT OF THE MINISTER OF EDUCATION

Division/Branch: Office of the Minister of Education

Objective: Information on Ministry's activities during the year.

Content: Report focuses on the major programs through which the Ministry endeavours to accomplish its four main objectives:
the provision of a) suitable programs,
b) qualified personnel,
c) satisfactory facilities and
d) equitable financing for elementary and secondary school education in the province.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF EDUCATION

ED4

FILE NAME: EDUCATION STATISTICS, ONTARIO 1976

Division/Branch: Research & Evaluation Branch

Objective: Provides a systematic and inclusive coverage of statistics on elementary and secondary education in the Province of Ontario.

Content: Contains statistical tables derived mainly from September reports of school principals, educational staff records and census returns. The tables are grouped into 9 sections. The first section gives an overview of public education in Ontario. The other sections contain information on the following: educational indicators; demographic factors; students; teachers; certificates and diplomas; administrative units; finance; and private schools. Graphs and charts have been included to illustrate some of the data.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties and districts

ED5

FILE NAME: DIRECTORY OF SCHOOL BOARDS 1975

Division/Branch: Communication Services Branch

Objective: Lists the Boards of Education and other School Boards throughout the province.

Content: Includes the names, location, address, chairman, director and telephone numbers of the different school boards.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF EDUCATION

ED6

FILE NAME: DIRECTORY OF EDUCATION 1976/77

Division/Branch: Communication Services Branch

Objective: To provide a comprehensive listing of schools (other than private schools), school boards and education officials for descriptive information.

Content: Includes a list of provincial schools, address of the ministry office in the regions, list of the ministry officials and a regional map.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF ENERGY

EG1

FILE NAME: ANNUAL REPORT

Division/Branch: Office of the Deputy Minister

Objective: Information on activities of the Ministry for the fiscal year.

Content: Outlines reports of the different groups such as program development group, information and analysis group, energy technology group, regulating affairs group.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Provincial aggregate

EG2

FILE NAME: ONTARIO HYDRO STATISTICAL YEARBOOK

Division/Branch: Ontario Hydro

Objective: To provide a detailed view of Ontario Hydro's financial position and corporate activities.

Content: Gives a descriptive view of the operations, engineering and construction, supply and staff and finance of Ontario Hydro. Includes tables on: energy made available by Ontario Hydro, its power resources, transmission lines and circuit, disposal of energy, assets, long-term bonds and notes payable; amounts charged for primary power; miles of line, number of retail customers; municipal utility electricity sales, revenue and customers; also records average use per customer and average revenue per kilowatt-hour for each of the main classes of service for all the municipal electrical utilities supplied under cost contracts with Ontario Hydro.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF THE ENVIRONMENT

EN1

<u>FILE NAME:</u>	<u>UTILITY DESCRIPTOR FILE</u>
Division/Branch:	Pollution Control Branch
Objective:	To provide information on water and sewage plants with respect to identification, location and prime characteristics.
Content:	Works identification and name, location codes, types and capacities.
Mode of Storage:	Computer tape and disc
Retention Period:	Permanent
Geographic Coverage:	Municipalities

EN2

<u>FILE NAME:</u>	<u>WATER QUALITY SAMPLE MASTER FILE</u>
Division/Branch:	Water Resources Branch
Objective:	To provide analyses of water samples as part of the ministry's water management program.
Content:	Records with identification, location, time, parameters tested and result data for water samples from lakes and rivers.
Mode of Storage:	Paper file, computer tape
Retention Period:	Permanent
Geographic Coverage:	Municipalities

MINISTRY OF THE ENVIRONMENT

EN3

FILE NAME: WELL RECORD (WATER)

Division/Branch: Water Resources Branch

Objective: To provide data on the location extent and yield of water-bearing formations in Ontario.

Content: Records of all water wells drilled by drilling contractors in Ontario since 1947, indicating location of well, ownership, depth, formations encountered during drilling, construction data screens, casings used, etc.

Mode of Storage: Paper file, punch card, computer tape

Retention Period: Permanent

Geographic Coverage: Municipalities

MINISTRY OF GOVERNMENT SERVICES

GS1

FILE NAME: GOVERNMENT PARKING INVENTORY -

Division/Branch: Planning and Research Branch

Objective: To review and administer parking policy.

Content: An inventory of all government parking facilities, both leased and owned in the 28 largest Ontario municipalities as categorized by indoor/outdoor stalls and user ministry.

Commercial parking market information as of fall 1976 is also available.

Mode of Storage: Index cards - possibly tape in future

Retention Period: Perpetual

Geographic Coverage: Municipalities

GS2

FILE NAME: GOVERNMENT PARKING INVENTORY -
UPDATED PARKING ZONE MAPS

Division/Branch: Planning and Research Branch

Objective: Attachment to government parking inventory.

Content: Parking zone maps which indicate Ontario Government facilities with and without parking in the Central, Intermediate and Peripheral Zones of the major Ontario municipalities.

Mode of Storage: Mylars

Retention Period: Perpetual

Geographic Coverage: Municipalities

MINISTRY OF HEALTH

HL1

FILE NAME: ANNUAL RETURN OF HOSPITALS -
FORM HS-1 FACILITIES AND SERVICES

Division/Branch: Information System Division
Data Development and Evaluation Branch

Objective: To produce the annual statistical publication
Hospital Statistics - Public, Private and
Federal Hospitals.

To provide data for special studies and
planning purposes.

Content: Data on hospital utilization and personnel.

Mode of Storage: Paper file, computer tape, microfilm

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

HL2

FILE NAME: HOSPITAL STATISTICS 1975 - PUBLIC
AND PRIVATE HOSPITALS

Division/Branch: Ministry Information System Division
Data Development and Evaluation Branch

Objective: To provide data on hospital utilization
and personnel.

Content: Depicts the utilization of services and
care provided to in-patients and out-
patients of public general hospitals,
federal hospitals, private hospitals, nursing
homes approved for chronic care, psychiatric
hospitals and mental health clinics. Includes
statistics on finances and morbidity data.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

III

FILE NAME: INDUSTRIAL SURVEYS OF ONTARIO
MUNICIPALITIES

Division/Branch: Industrial Development Branch
Division of Industry

Objective: Gives an outline of industrial,
business and social profiles of
specific Ontario municipalities.

Provides community data for industrial
location studies.

Content: Survey includes information on the
following:

- a) Municipality name, planning
region, county, district or
regional municipality;
industrial development contact.
- b) Employment data (no. of plants,
jobs added or lost, employed,
retail establishments, unions,
sample wage rates);
- c) Services (water, sewage, power,
natural gas, housing, churches,
banks, recreational and educational
facilities, hospitals);
- d) Transportation (railways, airport,
etc.)
- e) Industrial land available (municipal
or private);
- f) Existing manufacturing within the
municipality (name, date established,
employees, unions, products).

Mode of Storage: Paper file, publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF INDUSTRY AND TOURISM

II2

FILE NAME: ONTARIO INDUSTRY, TRADE AND
TOURISM REVIEW PUBLISHED
ANNUALLY

Division/Branch: Communications Division

Objective: Information on ministry's activity
for year ending March 31.

Content: Includes topics on Ontario Economy
in activities of the different
divisions such as the Division of
Trade, Division of Industry, Small-
Business Operations Division, (Ontario
House), Division of Tourism, Ontario
Research Foundation, Ontario Place and
lists of trade missions and manufact-
uring establishments.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

II3

FILE NAME: ONTARIO/CANADA ACCOMMODATION 1975

Division/Branch: Tourism Marketing Branch

Objective: Provides information on down-home
motor courts, motels, small town
and city hotels and vacationland
resorts.

Content: Lists Ontario accommodations
alphabetically with complete
information on location, rates,
facilities and services.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF INDUSTRY AND TOURISM

II4

FILE NAME: A COMPILATION OF ABSTRACTS OF
RESEARCH REPORTS (2 VOLUMES)

Division/Branch: Tourism Research Branch

Objective: To provide data on tourism in Ontario.

Content: Short studies, analyses and reports on various regions, recreations and tourism travel in Ontario.

Mode of Storage: Publication

Retention Period: Not determined

Geographic Coverage: Counties, districts and municipalities

II5

FILE NAME: TOURISM STATISTICAL HANDBOOK (1975)

Division/Branch: Tourism Research Branch

Objective: To provide data on the travel expenditures and travel patterns of Ontario residents.

Content: Data available on origin and destination of visitor; visitor expenditure; travel habits; provincial park attendance; historical site attendance; supply, demand and employment in travel information centres operated by the ministry and other travel associations; recreational activities, length of stay, mode of transportation; accommodations.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF INDUSTRY AND TOURISM

II6

FILE NAME: TRAVEL SURVEY OF ONTARIO HOUSEHOLDS

Division/Branch: Tourism Research Branch

Objective: To provide domestic tourism data on the travel expenditures and travel patterns of Ontario residents.

Content: Data on number and type of person-trips, length of stay, mode of transportation, accommodation, expenditures and demographics.

Mode of Storage: Computer cards and magnetic tape

Retention Period: Not determined

Geographic Coverage: Counties, districts and municipalities

II7

FILE NAME: TRAVEL INFORMATION CENTRE - VISITOR SURVEY

Division/Branch: Tourism Research Branch

Objective: To determine the travel patterns and interests of people using the travel information centres operated by the Ministry of Industry and Tourism and the Ontario Travel Associations.

Content: Origin and destination of visitor, information received and not received, length of stay, accommodation, interest in area.

Mode of Storage: Magnetic tape

Retention Period: Not determined

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF LABOUR

LB1

FILE NAME: COLLECTIVE BARGAINING SETTLEMENTS
IN ONTARIO

Division/Branch: Research Branch

Objective: To provide summaries of collectively bargained settlements in Ontario industries.

Content: Description of changes in wages, fringe benefits and working conditions in recently negotiated settlements covering 200 employees and over.

Monthly settlement report is prepared and published jointly by the Canada Department of Labour and the Ontario Ministry of Labour. Entitled "Collective Bargaining Settlements and Negotiations in Ontario".

Mode of Storage: Paper file

Retention Period: Permanent

Geographic Coverage: Provincial aggregate

LB2

FILE NAME: STRIKES AND LOCKOUTS IN ONTARIO

Division/Branch: Research Branch

Objective: To provide data on the extent of work stoppages in the settlement of labour disputes under Ontario jurisdiction.

Content: Individual work stoppage by industry, employer name, location, union name, number of workers involved, duration of the strike, man-days lost and the status of the agreement. Data are available since 1958.

Mode of Storage: Paper file

Retention Period: Permanent

Geographic Coverage: Provincial aggregate

MINISTRY OF LABOUR

LB3

FILE NAME: UNION MEMBERSHIP IN ONTARIO

Division/Branch: Research Branch

Objective: To present information on the extent and growth of union membership in Ontario. The main data source is CALURA statistics from Statistics Canada.

Content: Membership of each union by: sex, industry and CMC area; each industry's union membership location; and each CMC area's union membership by industry composition. Annual changes in union membership by industry and location. CALURA data are available from 1971 to 1975. Aggregate data on union membership in Ontario are available since 1958.

Mode of Storage: Paper file, computer printout and tapes

Retention Period: Computer tapes are only retained for five years from the day the file is created.

Geographic Coverage: Municipalities

MINISTRY OF LABOUR

LB4

FILE NAME: CHARACTERISTICS OF LOW-WAGE WORKERS
IN ONTARIO (SURVEY OF REGISTRANTS OF
CANADA MANPOWER CENTRE)

Division/Branch: Research Branch

Objective: To identify the characteristics of low-wage workers. To aid the Ministry of Labour in designing more effective employment standards legislation, particularly in the area of minimum wages.

Content: The data on over twenty-five items including sex, age, marital status, language, industry, occupation, education, etc. Extracted from registration forms in thirty-five Canada Manpower Centres in Ontario.

Published by Research Branch,
Ministry of Labour in monograph
under same title, 1974.

Aggregates and public document are
available.

Mode of Storage: Computer tape for the file plus
publication

Retention Period: Computer tapes are only retained for
five years from the day the file is
created.

Geographic Coverage: Municipalities

MINISTRY OF LABOUR

FILE NAME: PROVISIONS IN ONTARIO MUNICIPAL AGREEMENTS,
1975

Division/Branch: Research Branch

Objective: Statistical analysis of principal collective bargaining provisions in Ontario municipal agreements.

Content: Consists of two parts:
Part 1 - Working Conditions: Includes distribution of agreements by location, union, duration, expiry date and bargaining unit size and type; union security; hours of work and overtime; shift premiums; pay guarantees; allowances for work clothing or uniforms; pay for time not worked; health insurance and pension.
Part 2 - Wages: Includes wage rates for labourers and clerk-typists under the Ontario Municipal Agreements.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties and districts

MINISTRY OF HOUSING

MH1

FILE NAME: MOBILE HOME PARK SURVEY, SELECTED DATA
FROM INTERVIEW WITH MANAGERS

Division/Branch: Local Planning Policy Branch
Special Studies Section

Objective: To form a basis for an understanding of
the mobile home situation in Ontario
and a basis for further investigation.

Content: Data obtained from managers of mobile
home parks in Ontario, organized on
basis of the park, management of park,
units in the park, relation to community.

Mode of Storage: Paper file, publication

Retention Period: Until stock depleted

Geographic Coverage: Counties and districts

MH2

FILE NAME: PUBLIC HOUSING - PROJECT FILE

Division/Branch: Ontario Housing Corporation
Finance Branch

Objective: To provide data for
1. Corporation financial control
2. Corporation development control
3. Socio-Economic Analysis

Content: A collection of records identifying
and classifying public housing projects
under development or under administration
by the Ontario Housing Corporation.
Accessible with qualifications.

Mode of Storage: Paper file, computer tape

Retention Period: 40 years - (the life of the building)

Geographic Coverage: Municipalities

MINISTRY OF HOUSING

MH3

FILE NAME: H.O.M.E. LAND DEVELOPMENT PROJECT FILE

Division/Branch: Ontario Housing Corporation
Home Housing Production Branch

Objective: To provide data for:
1. Corporation financial control
2. Corporation acquisition, development
and marketing control
3. Socio-economic analysis

Content: A collection of records identifying and
classifying land acquired, developed or
disposed of by the Ontario Housing
Corporation.

Accessible with qualifications

Mode of Storage: Paper file, computer tape

Retention Period: 10 years - retention period starts at
time of project completion

Geographic Coverage: Municipalities

MH4

FILE NAME: ONTARIO HOUSING CORPORATION
STATISTICS PROJECT BUDGET (USING UNIT
FACTORS)

Division/Branch: Rental Housing Division

Objective: Given information on estimated
and actual expenses incurred in
rental units.

Content: Includes statistics on number of
rentable units, total actual expenses
per unit, i.e. total operating
expenses, total maintenance expenses,
capital improvements, etc.; net
operating loss and provincial subsidy.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF HOUSING

MH5

FILE NAME: BIBLIOGRAPHY ON COMMUNITY RENEWAL
ACTIVITIES, ONTARIO (1975)

Division/Branch: Community Renewal Branch

Objective: To assist municipalities in the implementation of housing rehabilitation and other community improvement programs including the Neighbourhood Improvement Program (NIP) and the Ontario Home Renewal Program (OHRP).

Content: Includes a list of references to documentation on housing rehabilitation processes and technology, on property standards, on community and citizen participation and other related literature.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties and districts

MH6

FILE NAME: HOUSING PROGRAMS IN ONTARIO: A SUMMARY
OF ASSISTANCE AND INCENTIVES FOR THE PEOPLE
OF ONTARIO (OCTOBER 20, 1975)

Division/Branch: Communications Branch

Objective: Outlines the programs intended for individuals, municipalities, developers/builders and planners, administered by agencies of the Province of Ontario and the Federal Government.

Content: For each program the following information is provided: administration of the program; purpose; authority; starting date; description (provincial, municipal, other); program applicability; additional information; references. A recent organization chart of the Ontario Ministry of Housing is found at the beginning.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF NATURAL RESOURCES

NR1

FILE NAME: STATISTICS (STATISTICAL SUPPLEMENT
TO THE ANNUAL REPORT OF THE MINISTER)

Division/Branch: Information Branch

Objective: Statistical supplement to the annual report of the Minister of Natural Resources for the year ending March 31.

Content: Contains statistical reports prepared by the different branches:

1. Division of Forests
2. Division of Mines
3. Division of Fish and Wildlife
4. Division of Parks
5. Division of Lands
6. Field Services Division
7. Conservation Authorities Branch
8. Finance and Administrative Division
9. Policy Co-ordination Secretariat
10. Ministry Regions and Districts

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

NR2

FILE NAME: GEOGRAPHIC TOWNSHIPS IN THE PROVINCE OF
ONTARIO

Division/Branch: Surveys and Mapping Branch

Objective: To provide topographical, cadastral and capability descriptions of the land base in the different townships of Ontario.

Content: Lists the different townships together with their grid number and the municipality or county where they belong.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

NR3

FILE NAME: ONTARIO PROVINCIAL PARKS, STATISTICAL
REPORT

Division/Branch: Division of Parks

Objective: Provides information to individuals and organizations who need specific data on the heavy demands placed on provincial parks in their effort to provide wider variety of recreational opportunities as well as improve recreational facilities.

Content: Gives a statistical comparison of provincial parks from 1960 to 1975 particularly on number, acreage, vehicle entries, visitation, developed campsites; camper origin (Ontario, other provinces or U.S.A.), campers, camper nights, length of stay, July-August occupancy, trailer permits;

Data for general visitor statistics for the latest year are available for the items mentioned above as well as the name and location (region, district or township), daily and annual vehicle permits, occupied campsites and average party size.

Additional information is given such as provincial totals given by regions for items cited above; day visitor group types by park (i.e. family, couple, organized, etc.) age of day visitors; nature of trip; participation in activities.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF NATURAL RESOURCES

NR4

FILE NAME: DIRECTORY OF STATISTICS AND DATA
FOR UNINCORPORATED COMMUNITIES IN
THE NORTHERN REGION

Division/Branch: Northern Affairs Branch

Objective: Information on the unincorporated communities in Northern Ontario derived from actual surveys as well as other sources.

Content: Contains statistics and data relating to the 24 unincorporated communities in the districts of Cochrane (18), Timiskaming (4) and Sudbury (2).

Data available include: location, population, facilities, administration and services; federal government agencies; police and fire departments; tax structure; public works, transportation, library, recreation facilities, hospitals, clinics and news media.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Municipalities

MINISTRY OF NATURAL RESOURCES

NRS

FILE NAME: DIRECTORY OF STATISTICS AND DATA FOR
INCORPORATED COMMUNITIES IN THE
NORTHEASTERN REGION

Division/Branch: Northern Affairs Branch
Northeastern Administrative Region

Objective: Information compiled from actual
surveys and municipal, provincial and
federal government sources.

Content: Covers the districts of Manitoulin and
parts of the districts of Algoma,
Sudbury, Nipissing and Parry Sound as
outlined on the enclosed sketch.

Gives a general description of each
municipality, township or village of
the above mentioned districts. Data
available includes: population break-
down by sex and official languages
spoken; households; administration
and services; public utilities;
transportation; hospitals and clinics;
churches, schools and libraries;
commercial buildings; financial
institutions; hotels and motels;
recreational facilities; industrial and
residential land; average cost of homes,
land and monthly rentals; provincial
and federal government agencies and
offices; existing manufacturing
companies within the municipality (number
of employees by sex and product(s));
organizations.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Districts and municipalities

MINISTRY OF NATURAL RESOURCES

NR6

<u>FILE NAME:</u>	<u>DIRECTORY OF STATISTICS AND DATA FOR</u> <u>UNINCORPORATED COMMUNITIES IN</u> <u>NORTHWESTERN ONTARIO</u>
Division/Branch:	Northern Affairs Branch
Objective:	Gives information on unincorporated communities in Northwestern Ontario.
Content:	Covers statistics and data relating to unincorporated communities in the districts of Kenora (23), Rainy River (11) and Thunder Bay (18). Data available include location, school board authority, local roads board, members of provincial legislature, members of federal house, tax structure, services, schools, recreation facilities, security officers and fire protection; hospitals and clinics, hotels, motels, tourist facilities and transportation; housing, mobile home parks and trailer camps; clubs and organizations; news media and government agencies; industrial land; and major employers.
Mode of Storage:	Publication
Retention Period:	Permanent
Geographic Coverage:	Municipalities

MINISTRY OF NATURAL RESOURCES

NRZ

FILE NAME: ONTARIO MINERAL REVIEW

Division/Branch: Division of Mines
 Division of Lands

Objective: To provide information on the changes and progress of the mining industry as well as explain to the public how to get information from persons and existing service groups who serve the public and the mining industry.

Content: Consists of two parts:

Part 1: Describes the developments within Ontario's mining industry. Tables and charts on mineral production, exports, output and value of mineral production have been added to clarify comparisons between the present and the past.

Part 2: Summarizes the activities of the branches of the ministry serving the mining industry e.g. geological branch, mineral resources branch, mineral research branch, mines engineering branch, land administration branch, surveys and mapping branch, information services.

Also includes a staff directory, mineral services directory and maps of the principal mineral producing areas.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF NATURAL RESOURCES

NR8

FILE NAME: FISH ONTARIO

Division/Branch: Fisheries Branch
Division of Fish and Wildlife

Objective: To help anglers become familiar with the fishing waters in specific parts of Ontario.

Content: Lists the geographic location of nearly 5,000 waters along with the species of fish found in them.

For convenience in locating lakes, the waters grouped by region are listed alphabetically. Along with the name of the lake are listed the county or territorial district, township, latitude and longitude.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF CULTURE AND RECREATION

RC1

FILE NAME: RECREATION EDUCATION INVENTORIES,
CANADA

Division/Branch: Sports and Fitness Division

Objective: To make available information on recreation education programs in Ontario and across Canada.

Content: Exists as 3 separate recreation inventories:

- a) Ontario Recreation Education Inventory
 - is a list of all the recreation education programs in Ontario at both the community college and university levels.
- b) Inventory of Canadian Recreation Education Programs
 - list of the institutions all across Canada that offer recreation education programs.
- c) Inventory of Ontario Courses and Programs Related to Recreation Education
 - list of courses and programs in a number of subject areas related to the study of leisure.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF CULTURE AND RECREATION

RC2

FILE NAME: FINANCES OF MUNICIPAL RECREATION,
ONTARIO

Division/Branch: Sports and Recreation Division

Objective: To identify Ontario patterns of
budgeting for recreation.

Content: Includes the responses of a represent-
ative sample of Ontario municipalities;
105 out of a group of 527 municipalities
with functioning municipal parks and
recreation authorities on such areas as
the operating and capital statements,
the total recreation spending, grants
received and how they were distributed
and the political make-up of the
authorities.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Municipalities

MINISTRY OF REVENUE

RE1

FILE NAME: ASSESSMENT OF LAND AND IMPROVEMENTS -
BASIS OF LAND TAX LEVY

Division/Branch: Corporation Tax Branch
Land Tax Section

Objective: To provide data as a basis for
Provincial Land Tax Levy.

Content: 1. Name and address of the taxpayer
2. Survey description of property
3. Judicial and department
administration districts
4. Assessment of land and buildings

Mode of Storage: Computer tape, paper file

Retention Period: 10 years

Geographic Coverage: Districts and municipalities

MINISTRY OF THE SOLICITOR GENERAL

SG1

<u>FILE NAME:</u>	<u>FIRE LOSSES IN ONTARIO 1976</u>
Division/Branch:	Office of the Fire Marshall
Objective:	To provide data from which trends may be developed to measure the effectiveness of fire prevention and fire protection presently in practice and to identify those areas which may require further attention.
Content:	Fire fatalities Large fire losses Municipal fire losses
Mode of Storage:	Publication
Retention Period:	Permanent
Geographic Coverage:	Municipalities

SG2

<u>FILE NAME:</u>	<u>POLICE ADMINISTRATION STATISTICS</u>
Division/Branch:	Ontario Police Commission
Objective:	To provide data for the maintenance of a system of statistical records for the purpose of aiding the police forces in Ontario.
Content:	Statistics concerning municipalities having a police force.
Mode of Storage:	Paper file, "see-fax" card
Retention Period:	3 years
Geographic Coverage:	Municipalities

MINISTRY OF THE SOLICITOR GENERAL

SG3

FILE NAME: UNIFORM CRIME REPORT - CRIMINAL
OCCURRENCES

Division/Branch: Ontario Provincial Police
Planning and Research Branch

Objective: To supply statistics to Statistics
Canada re: criminal occurrence

To provide crime information to
O.P.P. administration

Content: Forms LE28A and Statistics Canada
Forms "C" which record:

1. Number of reported and actual
offences
2. Offences cleared and how cleared
3. Sex and age group of offenders
charged (these offences are
against Criminal Code of Canada,
other federal laws, provincial
statutes and municipal by-laws
within O.P.P. jurisdiction)

by month for each O.P.P. detachment

Mode of Storage: Paper file, computer tape

Retention Period: 1 calendar year plus the current year
for original forms

Not determined for tapes

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF THE SOLICITOR GENERAL

SG4

<u>FILE NAME:</u>	<u>UNIFORM CRIME REPORTING - TRAFFIC OCCURRENCES</u>
Division/Branch:	Ontario Provincial Police Planning and Research Branch
Objective:	To supply statistics to Statistics Canada re: traffic accidents and offences.
Content:	Statistics Canada Form "T" recording: <ol style="list-style-type: none">1. Number of traffic offences reported and actual2. Offences cleared and how cleared3. Sex and age group of offenders (offences re: Criminal Code of Canada, other federal laws, Ontario Highway Act, other provincial acts, and municipal by-laws, within O.P.P. jurisdiction) by District for each month
Mode of Storage:	Paper file
Retention Period:	2 years
Geographic Coverage:	Counties, districts and municipalities

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

SS1

FILE NAME: ANNUAL STATISTICAL SUPPLEMENT

Division/Branch: Policy Analysis Secretariat

Objective: To provide data for the Annual Publication.

Content: Caseload characteristics for all the Ministry's programmes.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

SS2

FILE NAME: CHILD WELFARE

Division/Branch: Policy Analysis Secretariat

Objective: To provide data for programme evaluation and planning.

Content: Monthly caseload reports received from the Children's Aid Societies and individual records of adoptions completed on an annual basis. Summaries may be obtained by approved agencies upon application.

Mode of Storage: Computer tape, cards, hard copy

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

SS3

FILE NAME: EXPENDITURES BY MUNICIPALITY
(FORMERLY BY COUNTY)

Division/Branch: Policy Analysis Secretariat

Objective: To provide data for the Annual Report

Content: Transfer payments and expenditures in the Ministry's cost-shared programmes, based on Public Accounts and ancillary information.

Mode of Storage: Paper file, publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

SS4

FILE NAME: GENERAL WELFARE ASSISTANCE

Division/Branch: Policy Analysis Secretariat

Objective: To provide data for programme evaluation and planning.

Content: Information derived from monthly claims forms received from municipality units. Summaries may be obtained by approved agencies upon application.

Mode of Storage: Computer tape, cards, hard copy

Retention Period: Permanent

Geographic Coverage: Municipalities

SS5

FILE NAME: QUARTERLY STATISTICAL BULLETIN

Division/Branch: Policy Analysis Secretariat

Objective: To report generally on transfer payment programmes.

Content: Tables on Family Benefits and General Assistance beneficiaries and expenditures and child welfare beneficiaries.

Mode of Storage: Paper file, publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

SS6

FILE NAME:

AREA STATISTICS

Division/Branch:

Senior Citizens' Branch
Office on Aging

Objective:

To show total beds in Municipality and Charitable Institutions for the elderly by Regional Municipalities, Counties and Districts within the five designated areas of the Province.

Content:

1. Changes made in the number of beds and
2. Bed Ratios per 1,000 population 60 and over in one column and per 1,000 total population in a second column, both in ascending order and showing the provincial average.
3. Bed Ratios as above but divided into the 5 designated areas of the Province.
4. Details of the existing and "under construction" beds under each Act and totalled for Regional Municipalities, Counties and Districts with sub-totals for the designated areas of the Province. The detail also includes estimated "total" and "over 60" population with percentages and ratios.
5. From a report furnished by the Ministry of Housing the Senior Citizens Apartment Units are summarized by Regional Municipalities, Counties and Districts, with sub-totals for the five designated areas of the Province. Details include the units in "pre-tender", "post-tender", "under construction" and "under management" categories.
6. Summary of known outstanding applications by Municipal and Charitable Homes, with the total expressed as a ratio per 1,000 population 60 years and over.

Mode of Storage:

Paper file

Retention Period:

Current file replaces previous file; for research purposes permanent storage

Geographic Coverage:

Counties and districts

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

SS7

FILE NAME: DIRECTORY OF CHARITABLE AND MUNICIPAL
HOMES FOR THE AGED AND ELDERLY PERSONS'
CENTRES IN ONTARIO

Division/Branch: Senior Citizens' Bureau

Objective: To provide information on the municipal and charitable homes for the aged and elderly as well as elderly persons' centres and services available in Ontario.

Content: Alphabetical listing of:

- a) provincial area, district offices, regional municipalities, district municipality, districts and counties.
- b) municipal and charitable homes for the elderly.
- c) elderly persons' centres and services.

Includes the address, telephone number, chief personnel and areas of jurisdiction for the above.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

SS8

FILE NAME: STATISTICAL SUPPLEMENT

Division/Branch: Statistical Analysis Section

Objective: Provides background statistical information on the programs and activities reported by the Ministry of Community and Social Services.

Content: Includes data on family benefits, general assistance, child welfare, day nurseries, children's and youth institutes, homes for the aged.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Districts and municipalities

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

IC1

FILE NAME: TRAVEL TIME DATA - ROAD, PUBLIC TRANSIT

Division/Branch: System Planning Branch
Municipal Planning Office

Objective: To provide data for transportation planning activities within Toronto Area Regional Model Study (TARMS) Region.

Content: Travel time by mode from any traffic zone to all other zones.

Mode of Storage: Computer tape and list

Retention Period: Permanent

Geographic Coverage: Municipalities

IC2

FILE NAME: DISTANCE TABLE (KING'S AND SECONDARY HIGHWAYS), 1976

Division/Branch: Systems Planning Branch
Planning Division

Objective: Provides the official road distances for the King's and Secondary Highways as well as the Tertiary Roads in Ontario.

Content: Explanations of various abbreviations used in the table.

Names of highways, places and formal names used to describe the highway routes.

Cumulative distances in both directions from a chosen centre or municipality (marked X) in terms of both miles and kilometers.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Municipalities

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

TC3

FILE NAME: TRAFFIC VOLUMES (ON THE KING'S
HIGHWAY AND SECONDARY HIGHWAYS)

Division/Branch: Systems Analysis Office
Systems Planning Branch

Objective: Provides a summary of traffic
volumes and accident rates on
the Provincial Highway System.

Content: Data is available for each highway
(highways are divided into short
sections) as follows:

- a) Length of section in miles
and tenths of miles
- b) Code used by the Ministry staff
to indicate variability of
traffic flows:
- c) Annual average daily traffic
- d) Summer average daily traffic
- e) Winter average daily traffic
- f) Accident rate

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties and districts

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

TC4

FILE NAME: UPPER TIER ROAD NEEDS STUDY
ROAD SYSTEM INVENTORY

Division/Branch: Municipal Roads

Objective: To provide financial and statistical data for county and regional road systems for grants purposes and statistical analysis.

Content: a) Inventory of roads and structures of each county and region providing information on location, description, condition and required improvement.
b) Computer summary of inventory data providing various summaries of road miles, numbers of bridges and construction dollars required.

Accessible to involved municipality.

Mode of Storage: Paper, computer tape/disk

Retention Period: Inventory updated annually. Updated records retained for several years. Computer summary reports permanently retained.

Geographic Coverage: Municipalities

TC5

FILE NAME: MUNICIPAL ROADS AND STREETS
MILEAGE REPORTS

Division/Branch: Municipal Roads

Objective: To provide data on municipal roads and streets for statistical and subsidy purposes.

Content: Breakdown of municipal road mileages annually compiled by Ministry Districts, County, jurisdiction, surface type, number of lanes (1969-1977).

Mode of Storage: Paper file

Retention Period: Permanent

Geographic Coverage: Municipalities

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

IC6

FILE NAME: 1971 CENSUS PLACE OF WORK DATA

Division/Branch: Planning and Development Division
Urban and Regional Planning Office

Objective: To provide place of work and place of residence data within Toronto Area Regional Model Study (TARMS) Area.

Content: 1971 Census flow of employed labour force between place of work and place of residence within Toronto CMA, Hamilton CMA and Oshawa CA by census tracts.

Mode of Storage: Computer tape and list

Retention Period: Permanent

Geographic Coverage: Municipalities

IC7

FILE NAME: MOTOR VEHICLE ACCIDENT FACTS, 1975

Division/Branch: Collision Data Section
Licensing and Control Division

Objective: To provide information on motor vehicle accidents reported to the Ontario Ministry of Transportation and Communications.

To provide an incentive to readers for highway safety.

Content: Data includes:
a) Summary of property damages, injuries and deaths arising from motor vehicle accidents in Ontario in 1975 -- class of victims by age, age-group killed or injured.
b) Trends in motor vehicle accidents in death and injury rates.
c) Selected characteristics of motor vehicle accidents - statistics relating to motor vehicle accidents in Ontario cities, towns and villages, counties, districts and regional municipalities.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

TC8

FILE NAME: EXPENDITURES ON HIGHWAYS BY COUNTY
AND DISTRICT

Division/Branch: Financial Branch

Objective: To provide data on expenditures on highways for political, statistical and press releases by various jurisdictions.

Content: Data on expenditures on highways by county and district.

Mode of Storage: Computer tape

Retention Period: Permanent

Geographic Coverage: Counties and districts

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

IE1

FILE NAME:

MUNICIPAL DIRECTORY

Division/Branch:

Provincial-Municipal Affairs Secretariat

Objective:

To provide adequate information on the municipalities and local governments of Ontario.

Content:

Contains the following:

- a) A map of Ontario showing the regional planning areas
- b) Basic information on municipalities (i.e. metropolitan, regional, counties and districts) showing the addresses, electoral districts, assessment, telephone numbers, chief administrative officer, tax sale/tax registration procedure, members of the planning board, area in acres and population data.
- c) Statistical summaries of population and households of either upper tier or lower tier municipalities.
- d) Directories of members of the Legislative Assembly, House of Commons from Ontario, ministries, agencies and boards, as well as municipal associations.
- e) Alphabetical index to municipalities (name, classification and population).

Mode of Storage:

Publication

Retention Period:

Permanent

Geographic Coverage:

Counties, districts and municipalities

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

IE2

FILE NAME: FINANCIAL STATEMENTS OF MUNICIPALITIES

Division/Branch: Municipal Finance Branch

Objective: To fulfil the statutors requirement to file an annual audited statement by each municipality.

Content: Audited financial statement of each municipality.
Annual Publication: "Municipal Financial Information".
Summaries of revenue fund, capital fund, long term liabilities, long term debt charges, demographic data, tax collection record, etc.

Mode of Storage: Paper file, publication

Retention Period: Permanent

Geographic Coverage: Municipalities

IE3

FILE NAME: GRANTS REGISTER

Division/Branch: Municipal Finance Branch

Objective: To provide a list of provincial grants received by each municipality in Ontario.

Content: A list of municipalities with the provincial grants received by each.

Mode of Storage: Paper file

Retention Period: Permanent

Geographic Coverage: Municipalities

IE4

FILE NAME: MUNICIPAL TAXATION ANALYSIS FORMS

Division/Branch: Municipal Finance Branch

Objective: To provide municipal taxation information.

Content: Details of the annual taxation levy (assessment, mill rates, taxation and special charges).

Mode of Storage: Paper file

Retention Period: 10 calendar years

Geographic Coverage: Municipalities

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

TE5

<u>FILE NAME:</u>	<u>POPULATION OF A LOCAL MUNICIPALITY</u>
Division/Branch:	Municipal Finance Branch
Objective:	To provide an analysis of population by age groups.
Content:	Population of each local municipality. Total Populations
Mode of Storage:	Paper file
Retention Period:	Permanent
Geographic Coverage:	Municipalities

TE6

<u>FILE NAME:</u>	<u>RETURN OF ASSESSMENT</u>
Division/Branch:	Municipal Finance Branch
Objective:	To provide information on assessment.
Content:	The assessment of real property and business upon which taxes are levied.
Mode of Storage:	Paper file
Retention Period:	Permanent
Geographic Coverage:	Municipalities

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

IEZ

FILE NAME: MUNICIPAL FINANCIAL INFORMATION

Division/Branch: Municipal Finance Information System
Municipal Finance Branch

Objective: Provides accurate and consistent summary of the annual audited financial reports of municipalities.

Content: Contains the following information:

- a) Provincial summaries over the most recent 7-year period.
- b) Provincial summaries for the most recent year by upper tier, by status of municipality and by population.
- c) Individual municipality details for the most recent year which include revenue funds (revenue, expenditures, surplus), capital funds (sources, applications, balance), long term liabilities, net debt charges, net debt level, demographics (expenditures per household, households, population), assessment, tax composition, tax level, tax arrears, revenue fund liquidity.
- d) Index of municipalities.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

TE8

FILE NAME: NON-NHA MORTGAGE REGISTRATIONS IN ONTARIO

Division/Branch: Central Statistical Services

Objective: To provide data for Economic Analysis and Financial Planning.

Content: Data on conventional real estate mortgages (excluding chattel mortgages) registered in Ontario.

Data includes number of conventional mortgages, class of mortgagor and mortgagee, amount of mortgage, interest rate per annum, length of contract, municipality.

Mode of Storage:

- 1) Punch card
- 2) Magnetic tape
- 3) Computer disc

Retention Period: 3-5 years (not decided)

Geographic Coverage: Municipalities

TE9

FILE NAME: CENSUS OF MANUFACTURERS:
ESTABLISHMENT DATA

Division/Branch: Central Statistical Services
Data Management

Objective: To furnish the Ministry of T.E.I.A.
with manufacturing statistics for
economic analysis and policy formulation.

To supply other Ontario Government
Ministries and the public with data for
aggregates of establishments, subject
to resource availability and confidential-
ity constraints.

Content: (1) (1966-1972) data for each establish-
ment classified by industry, geographical
location, type of organization and
establishment size for Ontario. The
statistics include inventories, fuel
and electricity consumed by community,
materials and supplies used, shipments,
production, employment, payroll,
hours worked, hours paid.

(2) (1971-1974) same as (1) plus:
a number of calculated statistics
(e.g. value added) but excluding
fuel and electricity commodity
breakdown.

Aggregated data are subject to rules
of confidentiality based on Federal
and Provincial Statistical Acts.

Mode of Storage: 1) Paper file. In addition computerized
files are generated at establishment
level containing principal statistics
and fuel and electricity statistics
by commodity.

2) Magnetic tape

Retention Period: 1) Paper files - 25 years
Computerized files - 10 years

2) 10 years

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

TE10

FILE NAME:

CENSUS OF MANUFACTURERS:
MANUFACTURED COMMODITIES

Division/Branch:

Central Statistical Services
Data Management

Objective:

To furnish the Ministry of T.E.I.A.
with manufacturing statistics for
economic analysis and policy formulation.

To supply to other Ontario Government
Ministries and to the public, data for
aggregates of establishments, subject
to resource availability and confidentiality
constraints.

Content:

- (1) All publishable output commodity
statistics (quantities and values)
for all Ontario.
- (2) Output commodities, by establishment
for Ontario. Each record is classified
for geographical location (by
municipality, economic region and
metropolitan area codes and industry).

Aggregated data are subject to rules
of confidentiality based on the
Federal and Provincial Statistical Acts.

One contains data which are releasable on
request.

Mode of Storage:

Magnetic tape

Retention Period:

10 years

Geographic Coverage:

Counties, districts and municipalities

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

TE11

FILE NAME: CENSUS OF POPULATION AND HOUSING

Division/Branch: Central Statistical Services
Data Management Unit

Objective: To provide data to government researchers
and policy planners.

Content: Preplanned tabulations in the subject
matter areas of:

1. Demography
2. Family
3. Households
4. Housing
5. Schooling
6. Income
7. Labour Force
8. Immigration/migration
9. Intra-area travel

for the census years 1961, 1971 and 1976.

Mode of Storage: Microfilm (1971 only) and tape

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

TE12

FILE NAME: POPULATION PROJECTION

Division/Branch: Central Statistical Services
Social and Demographic Unit

Objective: To provide population projection data
to government policy planners and
researchers.

Content: Population projections by county for
Ontario for the years 1971 - 2001.

Mode of Storage: Microfilm

Retention Period: Permanent

Geographic Coverage: Counties and districts

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

TE13

FILE NAME: CENSUS OF MANUFACTURES COUNTY -
MAJOR INDUSTRY GROUP DATA

Division/Branch: Central Statistical Services
Data Management

Objective: To furnish the Ministry of T.E.I.A.
with manufacturing statistics for
economic analysis and policy formulation.

To facilitate analysis of aggregate
county level data in accordance with the
needs of Ontario Government Ministries
and the public, subject to confidentiality
restraints and resource availability.

Content: Data for each major group within
county consists of: number of
establishments, number of male employees,
number of female employees, salary and
wages, value added (manufacturing), value
added per employee and wages and salaries
per employee.

Mode of Storage: Magnetic tape

Retention Period: 10 years

Geographic Coverage: Counties

TE14

FILE NAME: THE FARM TAX REDUCTION PROGRAM

Division/Branch: Subsidies Branch

Objective: To provide data on payments made for
each farm property in order that recovery
action can be taken if required.

Content: Roll number, acreage, assessment and
municipal tax information on all farm
properties in Ontario from the year 1970
onwards. Since 1973 the farm properties
have also been classified by type, i.e.,
mixed, fruit, livestock, tobacco, etc.

Mode of Storage: Computer and microfilm

Retention Period: 12 years

Geographic Coverage: Municipalities

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

TE15

FILE NAME: INVENTORY OF PROVINCIALY-OWNED PROPERTIES

Division/Branch: Subsidies Branch

Objective: To provide a computerized listing of all provincially owned properties (excludes properties owned by Crown Agencies).

Content: Assessment roll number, municipal location, name of owning Ministry, name of user Ministry, size of property, assessed value, use of property, property description and payments made.

Mode of Storage: Computer tape + print

Retention Period: Print - 8 years
File tape - 5 generations

Geographic Coverage: Municipalities

TE16

FILE NAME: MANAGED FOREST TAX REDUCTION PROGRAM

Division/Branch: Subsidies Branch

Objective: To provide data on payments of grants to eligible owners of managed forests in order that recovery action can be taken when required.

Content: Property roll number, managed forest acres and assessment and applicable taxes for managed forest properties on which grants have been paid from the years 1973 and 1974 onwards.

Mode of Storage: Computer tape

Retention Period: 12 years

Geographic Coverage: Municipalities

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

TE17

FILE NAME: MUNICIPAL AND SCHOOL TAX CREDIT ACT - LIENS

Division/Branch: Subsidies Branch

Objective: To document officially the debt that each program participant may owe to the Province in the event of transfer of ownership of the benefitting property.

Content: Copies of all liens under the program which are charges against the benefitting properties of program participants. The lien form details the name of the property owner and the legal description of the property against which the lien has been issued.

Aggregate information available.

Mode of Storage: Filing cabinets

Retention Period: Not determined

Geographic Coverage: Municipalities

TE18

FILE NAME: PARTIAL INVENTORY OF PROVINCIALY OWNED PROPERTIES

Division/Branch: Subsidies Branch

Objective: To record the payment of subsidies (payments in lieu of taxes and the payment of taxes for tenants to municipalities).

Content: Assessment and municipal tax bill details with respect to provincially owned properties, up to 1974 - after 1974 this information kept only for tenant-occupied properties, as the Grant-in-lieu municipal file used chiefly for correspondence since payments were recorded on computer.

Mode of Storage: Kardex tray

Retention Period: Determined by ownership of property by province

Geographic Coverage: Municipalities

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

TE19

FILE NAME: AREA STUDIES

Division/Branch: Project Implementation Division

Objective: To provide data on local community conditions.

To provide information to other agencies of government concerned with the physical and economic development of the province.

To provide data as a basis for local planning, subdivision and official plan review, location of new town sites, transportation studies, etc.

Content: Survey data, (base study year) analysis and forecasts of population, employment and households (permanent and seasonal) and land use for most of the Province by municipality and traffic zone for period 1963 - 1972.

Dated

Program discontinued

Mode of Storage: Paper files, maps, tables

Retention Period: 5 years from 1976.
Final disposition: Archivist

Geographic Coverage: Municipalities

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

TE20

FILE NAME: SUBDIVISION APPLICATION DATA SHEETS

Division/Branch: Project Implementation Division

Objective: To provide data to determine the rate of application and approval by quantity and time of subdivision applications.

Content: A summary by municipality of the applications for approval of the plans of subdivisions submitted to the Ministry of Treasury, Economics and Intergovernmental Affairs from 1946 to 1968 with respect to number of lots, date of submission, date of draft appeal, date of final approval, area, registration date and number, etc.

Statistical file no longer maintained
Dated

Mode of Storage: Paper file, map and tables

Retention Period: 5 years from 1976
Final disposition: To Archivist

Geographic Coverage: Municipalities

TE21

FILE NAME: URBAN LAND USE IN ONTARIO

Division/Branch: Project Implementation Division

Objective: To provide data on the quantities of each urban land area devoted to different uses, in a sample of urban municipalities (50) to be examined as a comparative background against which standards and forecasts may be considered.

Content: An analysis of urban land use areas in selected Ontario municipalities and includes quantities in each devoted to different land uses in relation to population size.

Dated

Mode of Storage: Paper file

Retention Period: Until stock of publication depleted

Geographic Coverage: Municipalities

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

TE22

FILE NAME: SOME BASIC INFORMATION: REGIONS,
METROPOLITAN AND DISTRICT MUNICIPALITIES

Division/Branch: Local Government Organization Branch

Objective: Provides information on the regional municipalities of Metropolitan Toronto, Ottawa-Carleton, Niagara, York, Muskoka, Sudbury, Waterloo, Peel, Halton, Durham, Hamilton-Wentworth, Haldimand-Norfolk.

Content: Data included are: name, address and telephone number of regional chairmen, population, equalized assessment, surface area, dates of incorporation and of effective operation, number of area municipalities before and after reorganization, size of regional as well as local councils, representation on regional or local councils.

Provides a map showing the municipalities, townships and districts in each area.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Municipalities

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

TE23

FILE NAME: PROVINCIAL FINANCIAL ASSISTANCE TO
MUNICIPALITIES, BOARDS AND COMMISSIONS

Division/Branch: Advisory Services Branch
Local Services Division

Objective: Provides a quick reference to the particular types of financial assistance available to municipalities, boards and commissions.

Content: Detailed description of programs operated by 15 provincial departments and agencies: Ministries of Agriculture and Foods; Community and Social Services; Consumer and Commercial Relations; Culture and Recreation; Education; Environment; Health; Housing; Industry and Tourism; Natural Resources; Revenue; Solicitor General; Transportation and Communications; Treasury, Economics and Intergovernmental Affairs and the Ontario Hydro.

Information on programs include:
Kind of assistance offered, eligibility requirements, conditions and procedures, basis of assistance, legislation under which the program is operated and where further information is obtained.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

TE24

FILE NAME: UNCONDITIONAL GRANTS

Division/Branch: Intergovernmental Finance and
Grants Policy Branch

Objective: To maintain an accurate (machine
readable) historical record of
Ontario Assistance to Local Governments
in the form of Unconditional Grant
Entitlements.

Content: Unconditional Grant Entitlements,
1973 - present: *

- Resource Equalization
- General Support
- Northern Ontario Special Support
- Per Capita, General
- Per Capita, Policing
- Density

Mode of Storage: Tape and paper

Retention Period: 10 years, local
10 years, records centre

Geographic Coverage: Municipalities

* N.B. - 1967 - 1972 Per Capita grants are also available
(paper file only)

MINISTRY OF TREASURY, ECONOMICS AND INTERGOVERNMENTAL AFFAIRS

TE25

FILE NAME: PER CAPITA GRANTS REGISTER

Division/Branch: Subsidies Branch

Objective: To determine the population base and to calculate per capita grants paid to municipalities.

Content: Population and calculations of per capita and policing grants paid to municipalities.

Mode of Storage: Paper file

Retention Period: 10 years

Geographic Coverage: Municipalities

TE26

FILE NAME: PUBLIC ACCOUNTS, VOLS. I - III

Division/Branch: Treasury Division

Objective: Reviews the finances of the Province of Ontario.

Content: Volume I: Financial Statements
Contains three separate expenditure statements for each ministry:
a) Statement of expenditure by program
b) Statement of expenditure by program and activity
c) Details of expenditure by activity and standard accounts classification
Volume II: Financial Statements of Crown Corporations, Boards, Commissions contains the financial statements of those in which the Province has an investment or which have an advance from the Province.
Volume III: contains the details of expenditures required by the Standing Committee on Public Accounts.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

STATISTICS CANADA

SC1

FILE NAME: CHANGES TO MUNICIPAL BOUNDARIES,
STATUS AND NAMES

Division/Branch: Census Field, Characteristics Division

Objective: To provide a summary of the modifications affecting municipal boundaries, status and names during a calendar years.

To inform users of the Standard Geographical Classifications code where applicable.

Content: Includes the following:

- a) 3 tables
 - 1) changes to municipalities
 - 2) changes to standard geographical classification code
 - 3) Place names affected by changes to standard classification codes
- b) Maps produced by the Ministry of Treasury, Economics and Intergovernmental Affairs of Ontario showing areas where major revisions of municipal limits have occurred since the 1971 Census.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Municipalities

STATISTICS CANADA

SC2

FILE NAME: HOUSING STARTS AND COMPLETIONS,
DECEMBER

Division/Branch: Construction Division

Objective: To provide information on monthly results of nation-wide surveys carried out by the Central Mortgage and Housing Corporation.

Content: Includes statistical tables on:

- a) Leading indications of housing construction;
- b) Summary of starts in urban agglomerates and urban centres of 10,000 population and over, by month; and in all areas, by quarter, 1972-74
- c) Summary of completions in urban agglomerates and urban centres of 10,000 population and over by month; and in all areas, by quarter, 1972-74
- d) Summary of starts and completions by province and municipalities

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

STATISTICS CANADA

SC3

FILE NAME: BUILDING PERMITS

Division/Branch: Construction Division

Objective: Provides statistics on building permits issued during the month for each municipality reporting in the survey.

Content: Presents results of the monthly survey for each municipality. Totals are available for metropolitan areas, for economic regions in certain provinces, for provinces and finally for counties and the whole of Canada.

The Municipalities are listed individually showing building permits issued according to the following classifications:

- a) Residential: number of dwelling units created; single, seasonal, double row, apartment buildings, conversions of existing structures into new dwelling units and total number of dwelling units.

Also shows the value of building permits issued for residential construction including residential garages, swimming pools, alterations and improvements.

- b) Non-residential

- c) Engineering construction projects

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

STATISTICS CANADA

SC4

FILE NAME: CANADIAN SUICIDE RATIOS BY LOCAL
AREAS AND BY URBAN CENTRES

Division/Branch: Health Division

Objective: Examines the distribution of suicides at the local level which provides information for investigators of the suicide phenomenon.

Content: Comparison of the actual number of suicides in each local area and urban centre over the 3-year period with the number which would have occurred had the suicide rate in that community corresponded with the Canadian average.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties and municipalities

SC5

FILE NAME: FARM IMPLEMENT AND EQUIPMENT SALES

Division/Branch: Merchandising and Services Division

Objective: Presents statistics on the Canadian new farm implement and equipment market.

Content: Includes data on farm implement and equipment sales in Canada, and an appendix containing the list of respondents (name, address, and location).

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Municipalities

STATISTICS CANADA

SC6

FILE NAME: GEOGRAPHY (LAND AREAS AND DENSITIES
OF STATISTICAL UNITS)

Division/Branch: Census Division

Objective: To update previous figures on area measurements brought about by better maps, different scales on which measurements took place, changes in census division boundaries, method of compiling census division totals.

Content: Includes area measurements and densities of provinces and census division, census subdivisions, municipalities, incorporated cities, towns, villages, metropolitan areas, unorganized municipalities as well as Indian reserves having population.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

SC7

FILE NAME: GROWTH PATTERNS IN MANUFACTURING
EMPLOYMENT

Division/Branch: Manufacturing and Primary Industries
Division

Objective: Focuses on relative and absolute change in manufacturing employment in the provinces, counties or census divisions.

Content: Includes statistics on:
1) percentage change in manufacturing employment by industry, type of employee, and sex
2) Regional share of manufacturing employment by industry

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties and districts

SC8

FILE NAME: 1971 CENSUS

Division/Branch: Census Division

Objective: Gives a complete and detailed picture of the census report given every five years.

Content: Consists of different volumes:

Volume I: Population -- gives the population totals for geographical areas such as provinces, electoral districts, census divisions and municipal subdivisions; rural and urban; historical tables on population growth; reference maps.

Volume II: Households, Families, Housing Characteristics -- data on size of households, size and composition of families, housing distributions etc.

Volume III: Labour Force and Individual Income -- Labour Force classifications by such basic characteristics as age, sex, marital status and schooling; labour force participation rates, employment, wages.

Volume IV: Census of Agriculture -- detailed separate reports for provinces which include numbers of farms, areas, crops, livestock, machinery, etc.

Volume V: Profile Studies -- demographic and economic characteristics

Volume VI: Administrative reports

Volume VII: Retail Trade

Volume VIII: Wholesale Trade

Volume IX: Service Trades

Mode of Storage: Tape and publications

Retention Period: Permanent

Geographic Coverage: Counties, districts and municipalities

STATISTICS CANADA

SC9

FILE NAME: POPULATION ESTIMATES FOR COUNTIES
AND CENSUS DIVISIONS

Division/Branch: Census Division

Objective: To give information on population estimates for counties and sub-divisions.

Content: Includes tables on the total population estimates and components of population change such as births, deaths and residual by county and census divisions.

Mode of Storage: Tape and paper

Termination Period: Permanent

Geographic Coverage: Counties, districts and municipalities

SC10

FILE NAME: POPULATION: SPECIFIED MOTHER TONGUES FOR
CENSUS DIVISIONS AND SUB-DIVISIONS

Division/Branch: Census Division

Objective: Provide data to meet the terms of Official Language Act of July 1969 as well as for information.

Content: Report showing numerical and percentage distributions of population into three broad groups of mother tongues: English, French and all other.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties and municipalities

STATISTICS CANADA

SC11

FILE NAME: POPULATION: UNINCORPORATED SETTLEMENTS

Division/Branch: Census Division

Objective: Shows the population totals of unincorporated places with a population of 50 persons or more at either the 1971 or 1966 Census.

Content: Consists of two parts:
a) alphabetical list of unincorporated places throughout Canada
b) Geographical distribution of same places within each province by census division and sub-division, with population figures also shown.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties and municipalities

SC12

FILE NAME: TRAVELLER ACCOMMODATION STATISTICS

Division/Branch: Merchandising and Services Division

Objective: Presents a picture of the traveller accommodation industry.

Content: Includes data on businesses primarily engaged in providing accommodation services, (i.e. lodging, meals, alcoholic beverages, etc.) to transient guests. Classification was based mainly on the type of accommodations provided, i.e. hotel-type of accommodation, motel-type rooms, cabins, etc.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Selected municipalities

STATISTICS CANADA

SC13

FILE NAME: URBAN FAMILY EXPENDITURE ON SHELTER
AND HOUSEHOLD DURABLES

Division/Branch: Consumer Income and Expenditure Division

Objective: To compare the family expenditure in individual cities.

Content: Includes the following:
1) Patterns of family expenditure
2) Detailed average expenditure
3) Standard errors of average expenditure
4) Family facilities and ownership characteristics
5) Net change in assets and liabilities
6) Changes in expenditure patterns

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Selected cities

SC14

FILE NAME: CANADIAN HOUSING STATISTICS

Division/Branch: Data and Systems

Objective: Reports are designed to bring together data relating to house-building and mortgage lending activity in Canada, the provinces and some municipalities.

Content: Includes statistics on house-building activity, mortgage lending activity, financing under the National Housing Assistance Program (NHA), characteristics of dwellings and loans under the NHA, price and cost indexes, population change and housing demand.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Municipalities

CENTRAL MORTGAGE AND HOUSING CORPORATION

SC15

FILE NAME:

ANNUAL REPORT

Division/Branch:

Board of Directors

Objective:

Gives information on yearly activities of the corporation as well as the financial statement of accounts for the year.

Content:

Includes information on lending and related operations such as social housing, rural and native housing programs, market housing, assisted rental programs, land and municipal infrastructure, neighbourhood and residential improvement, report on research and developmental activities; report on financial operations; financial statement of accounts.

Mode of Storage:

Publication

Retention Period:

Permanent

Geographic Coverage:

Selected municipalities

SC16

FILE NAME:

LAND AND URBAN DEVELOPMENT

Division/Branch:

Land Assembly and New Communities Division

Objective:

Describes assets of sixty major development corporations; gives an analysis of the massive land banks these corporations control around twenty-one cities; provides a detailed examination of five cities' experiences with public land assembly.

Content:

Contains 192 statistical tables pertaining to 162 public land assembly projects financed under the National Housing Act between 1950 and 1972. These tables include municipal as well as provincial costs in operating land projects, land development costs and profits.

Mode of Storage:

Publication

Retention Period:

Permanent

Geographic Coverage:

Selected Ontario cities

CENTRAL MORTGAGE AND HOUSING CORPORATION

SC17

FILE NAME: 1974 SURVEY OF HOUSING UNITS: CROSS
TABULATIONS OF DWELLING UNITS AND
HOUSEHOLDS

Division/Branch: Statistical Services Division

Objective: To provide complete and updated
information on dwelling units and
household characteristics.

Content: Includes data from twenty-three
Canadian metropolitan areas on such
matters as quality of housing,
characteristics of households, room
dimensions, costs of shelter, etc.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Selected Ontario cities

SC18

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

FILE NAME: CONCENTRATION IN THE MANUFACTURING
INDUSTRIES OF CANADA

Division/Branch: Ministry of Canada Consumer and
Corporate Affairs

Objective: To assist in the formulation and
evaluation of industrial and commercial
policies especially those relating to
competition.

Content: Contains the results of a statistical
inquiry into levels of concentration in
Canadian manufacturing industries, e.g.
indexes of enterprise concentration in
Canadian manufacturing industries, shares
of industry employment and of value added
accounted for by the largest enterprises.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Counties

DEPARTMENT OF NATIONAL REVENUE

SC19

FILE NAME: ESTIMATES FOR FISCAL YEAR

Division/Branch: Ministry of Services and Supply

Objective: To present to Parliament the budgetary expenditure proposals of the government as well as certain proposed non-budgetary expenditures, loans, investments and advances.

Content: Includes items referred to as votes which Parliament is asked to approve through Appropriation Acts as well as other statutory items for which the required budgetary expenditures have already been approved through existing legislation. The proposals with respect to voted items are conveyed formally in these Estimates in the wording and amount of the votes which, when included in Appropriation Acts, become the governing conditions under which the expenditures may be made.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Selected cities and municipalities

DEPARTMENT OF NATIONAL REVENUE

SC20

FILE NAME: PUBLIC ACCOUNTS OF CANADA

Division/Branch: Receiver General for Canada

Objective: Annual report covering the transactions of the government, accounts of the Crown corporations and other bodies which are maintained separately from the accounts of Canada.

Content: Produced in three volumes:

Volume I: contains a brief outline of the features of the Government's financial statements and accounting system; statements of appropriations, expenditures, revenues, assets and liabilities of Canada; summary of the highlights of the Government's financial operations, the financing operations of the government and their effect on the unmatured debt and the cash position of the government.

Volume II: reviews the financial operations of the departments in finer detail. For each department this volume presents appropriations, expenditures and unexpended balances; total cost of each program; grants, contributions and other transfer payments made; revenues collected etc.

Volume III: includes the financial statement of crown corporations which keep their own accounts together with the reports of their auditors.

Mode of Storage: Publication

Retention Period: Permanent

Geographic Coverage: Districts, municipalities and cities

NATIONAL REVENUE DEPARTMENT

SC21

<u>FILE NAME:</u>	<u>TAXATION STATISTICS</u>
Division/Branch:	Taxation Data Centre
Objective:	Report on the taxation statistics for the whole of Canada and its provinces.
Content:	<p>Part I consists of three groups of tables namely:</p> <ol style="list-style-type: none">1) summary tables of condensed data for selected cities, income classes, occupation, and age groups2) main body of basic tables3) historical tables which include an analysis of the income changes for identical individuals for varying time periods. <p>Part II includes historical tables which show the taxes collected by the Department annually and the costs of administration.</p>
Mode of Storage:	Publication
Retention Period:	Permanent
Geographic Coverage:	Counties

SC22

MINISTRY OF STATE FOR URBAN AFFAIRS

<u>FILE NAME:</u>	<u>URBAN INDICATORS: QUALITY OF LIFE</u> <u>COMPARISONS FOR CANADIAN CITIES</u>
Division/Branch:	Urban Economy/Environment Directorate
Objective:	Provide comparative measures of some aspects of the quality of life in Canadian cities.
Content:	<p>Thirty-two indicators are presented here in the categories of social, economic and physical development. Urban areas are ranked from "best" to "worst". The same data are plotted geographically from west to east given some indication of regional variations. Following the presentation of data for each indicator there is a brief discussion concerning what it measures, the shortcomings of the indicator as judged against a set of selected criteria and suggestions for developing new indicators.</p>
Mode of Storage:	Publication
Retention Period:	Permanent
Geographic Coverage:	Selected Ontario cities

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